

**SECRET**

Approved For Release 2008/11/13 : CIA-RDP75-00399R000100110058-2

<b>REPORTS INVENTORY</b>				CONTROL NO. <b>DDS/OF-125</b>	
<b>PREPARE IN DUPLICATE</b>					
1. TITLE OF REPORT (if a fill-in report include Form No.) Report of "M" Unliquidated Obligations Applicable to Lapsed Appropriations				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		ADMIN. GENERAL OTHER (specify)
	<input type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY		
	<input type="checkbox"/> MEDICAL		<input checked="" type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Annually</div>		6. DISTRIBUTION (No. of components not number of copies)	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
10. PREPARING COMPONENT (include lowest level contributing information to report)  B&F Offices			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
<b>12. COST FACTORS</b>					
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
Submitted by Approximately 55 Components					
Small - 45 GS-12	\$7.28	8x45=360	\$2,620.80	1	\$ 2,620.80
Large - 10 GS-14	\$9.76	16x10=160	1,561.60	1	1,561.60
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>					
<b>TOTAL COSTS PER YEAR</b>					<del>\$1,561.60</del> \$4,182.40
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					

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